

Lack of direction, not lack of time, is the problem. We all have twenty-four hour days. You have many items on your to do list, and it seems the minutes available in the day are not enough to get everything done. You want to be balanced in your daily schedule, but it can seem like an impossible dream. Is it really realistic to think that you can accomplish everything on your list within the limits of the clock? One way to get things done is the same way that you would eat a chocolate elephant, one bite at a time. Start by prioritizing your list, or decide what part of the elephant you want to

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## **Featured Guest**



## Leona Rehm

Leona Rehm has been assisting small business owners in building successful businesses since 1998, when she graduated from the Academy for Coach Training.

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